

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090089-1

<b>REPORTS INVENTORY</b>						CONTROL NO. <i>DD5/OC-014</i>	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Manning Table</b>						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA <input checked="" type="checkbox"/>		PERSONNEL		ING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED  <b>60</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.)  <b>Tri-mester</b>				6. DISTRIBUTION (No. of components not number of copies)  <b>Field Areas &amp; Hqs</b>	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT  <b>Director OC</b>	
		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)  <b>OC-A/PB/AREA DESK</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>None</b>			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-4	2.81		20		56.20		3 168.80
GS-9	5.07		8		40.56		121.68
					<u>96.76</u>		<u>290.48</u>
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
<b>TOTAL COSTS PER YEAR</b>							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>Report is required by Field Area Chiefs, and Director of Communications.</b>							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<b>ESTIMATED SAVINGS</b>	
						MAN-HOURS	DOLLARS <b>25X1</b>
16. DATE OF INVENTORY <b>30 Sept. 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090089-1</b>					18. EXTENSION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>